



REPUBLIC OF THE PHILIPPINES

Department of Budget and Management

Boncodin Hall, General Solano Street, San Miguel, Manila



NATIONAL BUDGET CIRCULAR

No. 544

December 3, 2012

TO : Heads of Departments, Bureaus, Offices and Agencies of the National Government, Including State Universities and Colleges, and All Others Concerned

SUBJECT : FY 2012 Personal Services Itemization and Plantilla of Personnel (PSIPOP) Under the Web-based Application System

1.0 Purposes

- 1.1 Pursuant to Sections 21 and 23, Book VI of Executive Order No. 292 (Administrative Code of 1987), the Department of Budget and Management (DBM) shall prepare the Personal Services Itemization (PSI) of all national government agencies (NGAs) in support of the General Appropriations Act (GAA).
- 1.2 This Circular is issued to provide guidelines on the verification, accomplishment, updating and editing of the FY 2012 Personal Services Itemization and Plantilla of Personnel (PSIPOP) under the web-based application system, based on the personal services appropriations under RA No. 10155, the FY 2012 GAA, to serve as : a) basis for determining the forward estimates of the personal services requirements, b) source of information on government manpower, and c) basis for appointments to positions.

2.0 PSIPOP Details

The PSIPOP contains the following details:

- 2.1 The unique item numbers, position titles, salary grades, authorized salaries, position levels, geographical location and functional deployment of permanent positions as of December 31, 2012.

- 2.2 Data on each incumbent of the position, such as name, actual salary, salary step, sex, date of birth, tax identification number (TIN), date of original appointment in government service, date of last promotion, status of appointment and civil service eligibility.
- 2.3 A summary of the number and annual salaries of filled and unfilled positions, all lump-sum personal services components and the total agency appropriations for personal services for the year; and,
- 2.4 All special provisions and general provisions in the GAA pertaining to salaries, salary adjustments, allowances, fringe benefits and other compensation that are applicable to the NGA concerned.

3.0 Procedural Guidelines

All NGAs with authorized permanent positions shall review and accomplish the PSIPOPs in accordance with the following guidelines (Business Rules), provided the end-user (preferably the Human Resource Management Officer and/or Administrative Officer) and the approver (Head of Office) have been enrolled under the web-based application system and have undergone the training and hands-on workshop conducted by the DBM:

- 3.1 Columns 1 to 3 contain authenticated information which shall not be modified/alterd/revised by the agency. Any approved change/staffing modification as of December 31, 2012 must be included therein.
 - Column 1 refers to the unique item number of the position.
 - Column 2 refers to the position title and salary grade allocation of the position in accordance with the Index of Occupational Services, Occupational Groups, Classes and Salary Grades (IOS), as revised per recent approvals.
 - Column 3 refers to the hiring rate or the first step of the salary grade allocation of the position for civilian personnel or the base pay for an itemized position for uniformed personnel using the salary/base pay schedule in NBC No. 540 dated May 10, 2012.
- 3.2 Entries in columns 4 to 17 shall be reviewed by authorized agency personnel for accuracy and shall be updated as of December 31, 2012.
 - Column 4 refers to the actual salary of the civilian incumbent of the position, inclusive of step increment and transition allowance, or the base pay of uniformed personnel holding an itemized position using the salary/base pay schedule in NBC No. 540 dated May 10, 2012.
 - Column 5 refers to the salary step of the actual salary of the incumbent in the salary grade allocation of his/her position.
 - Columns 6 and 7 refer to the geographical location of the position. Area Code (Column 6) refers to the Regional Code; Area Type

(Column 7) refers to the Region (R), Province (P), District (D), Municipality (M) or Foreign Post (F).

- Column 8 refers to the level of the position in the organization as follows:
 - KEY positions refer to executive, managerial, and chief of division or equivalent positions;
 - TECHNICAL positions refer to those directly performing the substantive and/or frontline services or functions of the agency;
 - SUPPORT TO TECHNICAL positions refer to those which provide staff or technical support functions to key and technical positions but do not perform frontline services/functions; and
 - ADMINISTRATIVE positions refer to those performing general services, clerical, human resource management, financial management, records management, procurement, custodial and other related housekeeping functions.
- Column 9 (P/A/P Attribution) refers to the functional grouping of the position based on the approved Program/Activity/Project structure as appearing in the FY 2012 GAA.
- Columns 10 to 17 refer to the personal profile of the incumbents of positions. The agency personnel authorized to update the PSIPOP shall review carefully all entries therein to ensure accuracy and completeness of data, specifically the following:
 - Column 10 should indicate the full names of incumbents. Middle names shall be spelled out in full instead of just the middle initials.
 - Column 13 should indicate the accurate TIN based on the report furnished by the BIR.

3.3 All entries shall be certified correct by the Administrative/Human Resource Management Officer and approved by the Head of Agency.

3.4 The Log-in site or Universal Resource Locator (URL) for the agency PSIPOPs is lodged at <https://psipop.dbm.gov.ph> using Internet Explorer as browser.

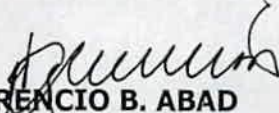
4.0 Exemptions

4.1 Agencies whose end-user and approver were not enrolled in the system, like Congress and ARMM, shall update their PSIPOPs under the old set-up of manual updating.

- 4.2 For the military personnel under the Department of National Defense; uniformed personnel under the Department of the Interior and Local Government, NAMRIA of the Department of Environment and Natural Resources, and Philippine Coastguard of the Department of Transportation and Communication, the responsible personnel concerned shall update their PSIPOPs under the excel format.

5.0 Non-Compliance

Pursuant to Section 57, Book VI of EO No. 292, failure to comply with the provisions of this Circular shall subject the agency heads and personnel concerned to appropriate sanctions under existing budgetary laws.


FLORENCIO B. ABAD
Secretary